



Chicago City Market Application 2023



Presented by **Humana.**

Application Checklist

Your application will not be processed until all the following items are received.

Required for ALL Applicants:

- ☐ Application, fully completed
- ☐ Copy of 2022 Illinois Sales Tax Filing (for returning vendors, new vendors need ID # only)
- ☐ Summer Festival Vendor Sanitation Certification (if you are sampling and/or serving)
due after acceptance
- ☐ Proof of Commercial Liability Insurance **due after acceptance**
- ☐ Letter of Agreement
- ☐ Transparency Oath
- ☐ Disclosure of Indebtedness to the City of Chicago

Farmers/Growers: (fruit, vegetables, flowers, plants)

- ☐ 2023 Growing Calendars
- ☐ Farm Map (showing farm boundaries, growing areas, crop locations, storage sheds, packing and processing facility locations)
- ☐ Organic Certificate (if applicable)
- ☐ Illinois Egg License (if applicable)

Processors: (meat, poultry, dairy)

- ☐ Ingredients List (for each product you plan to sell during the 2023 season)
- ☐ Copies of applicable licenses (e.g, Organic Certification, Fair-trade, Non-GMO Project Verified, Animal Welfare Approved, etc.)

Processors (baked goods, jams, jellies, honey, etc.) & Prepared Food (for immediate consumption):

- ☐ Ingredients List (for each product you plan to sell during the 2023 season)
- ☐ Copies of applicable licenses (e.g. Organic Certification, Fair-trade, Non-GMO Project Verified, etc.)
- ☐ City of Chicago Food Cottage Permit (if you are not using a licensed kitchen)
- ☐ Passing Health Department Inspection (if you are using a licensed kitchen)

Please send completed application and supporting documents to:

Department of Cultural Affairs and Special Events
City Markets Program-Chicago Cultural Center
78 East Washington Street, Chicago, IL 60602
or



or
citymarkets@cityofchicago.org / Fax: 312-744-9629

Application Instructions

Please answer ALL applicable questions as completely as possible, attaching additional sheets of paper as necessary. For DALEY and DIVISION City Markets, vendors will be notified of acceptance to the markets by April 14.

All other markets are rolling acceptance.

Type of Vendor Application	Due Date
Renewing vendor	March 3
New vendor	March 17

Note: Late applications for the 2023 season will be reviewed after the initial selection process— if there is space available.

Illinois Sales Tax Information

The State of Illinois requires a sales tax for all food sales. All applicants must have an Illinois Sales Tax License before applying. Include the License # below and attach a copy of the license to this application. Vendors who participated in Chicago City Markets Program last season (2022) must show proof of sales tax payment or a monthly statement.

Illinois State Tax License # _____



Contact Information

All returning AND new vendors must provide information below

What type of applicant are you? _____ New _____ Renewal

Business Name: _____

Contact Person: _____

Business Address: _____

City, State Zip: _____

Township: _____ County: _____

Business Telephone: _____

Cell / Home Phone: _____

E-mail Address (**primary**: for billing, invoice, etc): _____

E-mail Address & Cell Phone (**on-site**: for change of market hours, cancellation, etc):

E: _____ C: _____

☐

Check here if the on-site email is the same as the primary email listed above Website Address: _

I am a (n): _____ Individual _____ Family _____ LLC _____ Partnership _____ Corporation _____ Other

I am to be listed as the primary contact for a Cooperative Vendor (*see page 10*) _____ Yes _____ No

Product Information

All Vendors: Please check each category in which you plan to bring product to market:

- ☐ Grower/Farmer (fruits, vegetable)
- ☐ Producer (meat, poultry, eggs, dairy)
- ☐ Flowers/Plants
- ☐ Baked Goods
- ☐ Prepared Food
- ☐ Consumer Goods (non-edible)
- ☐ Other, please specify _____

Please list all products that you are intending to sell at Chicago City Markets:

Insurance Information

All applicants must carry commercial liability insurance (\$1 million) for protection against damages in the event an injury occurs at the Market or an injury is caused by the product(s) they sell at the Market. Please be aware that some market sites require additional insurance and insured parties. All vendors are responsible for carrying the required insurance for each market.

Once you have been accepted you will be sent the insurance requirements for the approved locations, as you will have to add City of Chicago as an additional insured.

2023 Market Space Requests

Market Locations	Market(s) Requested - please CHECK ALL desired locations	Pricing per 10'x10' Space per Occurrence	Market Dates	Number of Spaces Requested	Your Start Date	Your End Date
Daley Plaza		\$25	May 11 – October 26 Thursdays 7am-2pm			
Division Street		\$25	May 6 – October 28 Saturdays 7am-12pm			
Mercado de Colores City Market		\$0	June 3 – October 7 Saturdays 11am-3pm			
Austin City Market		\$0	June 8 – October 26 Thursdays 1-6pm			
Bronzeville City Market		\$0	July 9 – October 15 Sundays 10am-2pm			
Pullman City Markets (limited space)		\$15	July 5 – October 25 Wednesdays 7am-1pm			
West Humboldt Park City Market		\$0	June 3 – September 30 Saturdays 10am-2pm			

If you only selected one market above, please list a second-choice market location in case your first choice is not available: _____

**It's free to participate at most DCASE neighborhood markets!
Applications for these markets will be open all season.**

Transparency Oath

In an effort to be honest with my customers and fully transparent to the market management, I promise to sell only those products which I produce myself or which my cooperative produces. I also agree to be honest about my production practices with both market management and my customers.

I understand that breaking this oath will result in removal from the 2023 markets.

Name of Business: _____

Print Name: _____

Signature: _____ Date: _____



Letter of Agreement

Please check the boxes when you have read and agree to the below information.

- ☐ I have read the published guidelines of DCASE Markets Rules and Regulations. I agree to abide by and operate by the Markets' Rules and Regulations, cooperate with the Market management and pay the required fees. I agree to sell at DCASE Markets only those items I have listed.
- ☐ I understand that the management reserves the right to restrict the type of product(s) I am allowed to sell at the markets. I agree that any new, additional products must be pre-approved by DCASE prior to sale. I acknowledge those products must be of my own production or produced at the location described on my application. I acknowledge full responsibility for all my activities in the market (and for those assisting me) throughout the term of this season's market (May - October, 2023)
- ☐ I acknowledge the authority of the Market Manager and the DCASE Administrator to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations subject to appeal under the procedures set forth in the Market rules. I agree to allow the Market Manager and/or representatives of the Market to inspect the premises where the products offered for sale are produced at any time. Failure to allow an inspection will constitute a violation of Market rules. I understand that DCASE does not carry any insurance policies to cover individual participants and that I am required to carry such insurance.
- ☐ I understand that renewal vendor applicants must pay ALL prior DCASE market fees before March 1st, 2023 in order to be accepted for City Markets 2023.
- ☐ If required, I understand I must follow all Covid-19 City of Chicago City Markets Protocols per state guidelines at the time of each market date.

Reimbursement to the City of Chicago: Applicant hereby agrees to reimburse the City of Chicago for any expense of providing labor, equipment, facilities, clean up, restoring, or repairing the premises occasioned by any use or activity carried on by applicant or those authorized under applicant's permit.

Indemnification and Hold-Harmless Agreement: The undersigned, for themselves and, if different, for the person or organization on behalf of whom this application is submitted, hereby covenants to indemnify the City of Chicago and its officers, agents, employees and assigns, and to hold them harmless, from any liability and/or for any contractual or quasi-contractual obligations to third parties in connection with the activity, event use or occurrence.

I certify that the information contained in this application is true and accurate.

Name of Business: _____

Signature: _____ Date: _____

Name of signature (PLEASE PRINT): _____ Title: _____

Disclosure of Indebtedness to the City of Chicago



Disclosure of Indebtedness to the City of Chicago

All City of Chicago debts must be paid or arrangements for payment made with the Department of Finance (City Hall, 121 S. LaSalle St.) prior to participation in City Markets.

Previous years' vendor fees, parking tickets and water bills can be paid online at:

pay.cityofchicago.org.

Name: _____

Address: _____

City, State, Zip: _____

Driver's License #: _____ State: _____

License Plate #: _____

SSN (Last 4 digits **ONLY**): _____

Signature: _____

Cooperative Information

Note: Farmers are only allowed to sell product grown themselves. If you would like to sell product from multiple producers, please apply as a Cooperative Vendor.

Cooperative Vendors Only: Please briefly list below all members of the cooperative. Each member must submit their own application completed in full, detailing the product(s) they will contribute, along with this application.

Farm/Business Name

City/State



Farm Site Location Information

(Farmers/Growers Only)

☐ Check here to use the information from your 2022 application if there were no changes to your farming practices. If checked, you may skip this page.

Please list all sites including a map for each (show farm boundaries, growing areas, crop locations, storage sheds, and packing/processing facility locations). If items are wild gathered, identify the location(s) and attach permission from the property owner where gathered. If the land is rented, please include contact information for the owner and a copy of the rental lease agreement.

If property is owned by you, please attach a copy of your latest property tax bill.

Land Description: _____

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Number of Acres: _____ Total Acreage in Production: _____

Greenhouse (# and total sq ft): _____ Tunnels (# and total sq. ft) _____

Landlord: _____ Phone: _____

Land Description: _____

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Number of Acres: _____ Total Acreage in Production: _____

Greenhouse (# and total sq ft): _____ Tunnels (# and total sq. ft) _____

Landlord: _____ Phone: _____

Land Description: _____

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Number of Acres: _____ Total Acreage in Production: _____

Greenhouse (# and total sq ft): _____ Tunnels (# and total sq. ft) _____

Landlord: _____ Phone: _____

Land Description: _____

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Number of Acres: _____ Total Acreage in Production: _____

Greenhouse (# and total sq ft): _____ Tunnels (# and total sq. ft) _____

Landlord: _____ Phone: _____

Production Practices – (Farmers/Growers Only)

- ☐ Check here to use the information from your 2022 application if there were no changes to your farming practices. If checked, you may skip this page.

The following questions are for **FARMERS** (*vegetables and fruits, foraged goods, flowers and plants, etc.*) **ONLY**:

Are you certified organic? Yes _____ No _____

If yes, please list certifying agency: _____

Do you have any other 3rd party certifications? Yes _____

No _____

If yes, please specify: _____

Production Practices – Producers (Meat, Poultry, Eggs and/or Dairy)

- ☐ Check here to use the information from your 2022 application if there were no changes to your farming practices. If checked, you may skip this page.

If you plan to sell cheese but do not produce the milk, please report in this section on the practices of the dairy you use and provide their contact information here:

Nutrition

Do you use any feed additives or injectables to supplement the animals' normal diet?

_____ Yes _____ No What do you use? _____

Describe your nutrition program/practices:

Health

Do you use any hormones or antibiotics to maintain the animals' health? _____Yes _____No

What do you use? _____

Describe your health maintenance practices and how you fight sickness / disease:

Surroundings

_____Feed Lot _____Pasture _____Combination

What type of confinement or range do the animals have to feed and move around? Explain:

Egg License

Please attach a copy of your Illinois Egg License to this application. Follow the link for the Illinois Egg License Application:

<https://www2.illinois.gov/sites/agr/Consumers/EggInspection/Documents/egglicense.pdf>



Processors –

(Baked Goods, Cheese, and Other Dairy Products)

Note: Processors include but are not limited to honey, jam and jellies, ciders, juice, maple syrup, granola; soaps, oils, etc.

LICENSED PROCESSING LOCATIONS –

Are these USDA licensed? _____Yes _____No

Product	Processor’s Name & Location	Licensed by	License #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list all prepared food or other products you hope to sell at the market. Each must be accompanied by its own Ingredients List and source sheet (see attached) –please make additional copies as necessary. Be sure to note what percentage of each ingredient is in the final product and highlight any local or Midwest grown ingredients used in your products. If you have seasonal items, please include the dates the items will be offered. Products not approved for immediate sale will be waitlisted and you will be contacted if or when the product is approved. A sample of all product labels must be submitted with application.

Products intended for sale at DCASE Markets (be specific, please):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____
8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

List the major ingredients that you produce that go into your products.

If there are none, please explain:

Are you personally involved in the physical production of your product(s)? _____ Yes _____ No

Please describe how you make your products:

If you use a co-packer or co-producer, please explain what involvement you have in the development and production of your product.

If you are required to have a health department license or safe food handling certificate, please attach a copy to your application.

Licensed Food Processing Locations (where products are fabricated):

Product	Processor's Name & Location	Licensed by	License #
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

How do you keep potentially hazardous foods at required Health Department temperatures during transportation and at market?

If you are selling your product as organic either through labeling or implying it is organic through your company name or advertising, the raw ingredients and their final percentage in the finished product must be organically certified and meet USDA organic labeling standards. Additionally, the facility where your product is produced or processed must be licensed for organic processing. **Please attach all necessary documentation to support this with the application.**

Ingredients List for all Processed or Prepared Foods

ONE SHEET PER ITEM – PLEASE MAKE COPIES IF NECESSARY.

BUSINESS NAME: _____

PRODUCT: _____

INGREDIENTS	% OF RECIPE	SOURCE	LOCAL	ORGANIC
			___ Yes ___ No	___ Yes ___ No
			___ Yes ___ No	___ Yes ___ No
			___ Yes ___ No	___ Yes ___ No
			___ Yes ___ No	___ Yes ___ No
			___ Yes ___ No	___ Yes ___ No
			___ Yes ___ No	___ Yes ___ No
			___ Yes ___ No	___ Yes ___ No
			___ Yes ___ No	___ Yes ___ No

What license(s) are necessary to produce this product? (*Attach copy*)

Where is this being processed?
